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# STATE AUDITOR'S OFFICE

## EMPLOYEE POLICY MANUAL



## PERSONNEL POLICIES AND PROCEDURES

SPRING 2008

## **AFFIRMATIVE ACTION & EQUAL EMPLOYMENT**

It is the policy of the Montana State Auditor's Office, to provide Equal Employment Opportunity (EEO) to all persons regardless of race, color, religion, creed, gender, sexual orientation, national origin, age, mental or physical disability, marital status, or political belief with the exception of special programs established by law.

The State Auditor's Office will take Affirmative Action (AA) to equalize employment opportunities at all levels of department operations, where there is evidence that there have been barriers to employment, for those classes of people who have traditionally been denied equal employment opportunities.

The State Auditor's Office guarantees employee protection against retaliation for lawfully opposing any discriminatory practice, including the filing of an internal grievance alleging unlawful discrimination, the filing of a grievance, the initiation of an external administrative or legal proceeding, or testifying in or participating in any of the above.

The designated EEO officer of the State Auditor's Office is the Personnel Officer. This person is responsible for coordinating the Department's EEO/AA program and for resolving applicant/employee EEO complaints. Implementation of this program is the responsibility of each manager and supervisor.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

The Americans With Disabilities Act extends civil rights to people with disabilities. ADA prohibits discrimination on the basis of a disability in employment, government, communications, transportation, and public accommodations.

As a result, a qualified person with a disability cannot be excluded from participation in, or be denied the benefits of, the services, programs, or activities offered by this agency. The State Auditor's Office provides reasonable accommodations for any known disability that may interfere with a person's ability to participate in any service, program, or activity of this agency. In addition, the State Auditor's Office makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or any employee's ability to perform the essential duties of the job.

For more information about the ADA and information regarding complaint resolution, contact the personnel office or the ADA Coordinator, State Personnel Division, Department of Administration.

## **ATTENDANCE AND WORK SCHEDULE**

### **WORKING HOURS**

The office of the State Auditor is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. The office will remain open between 12:00 noon and 1:00 p.m.

### **ATTENDANCE**

Good attendance and getting to work on time are important responsibilities of your job. Should it be necessary for you to miss work, you should notify your supervisor no later than 8:30 a.m. of that day. Your supervisor will then let the receptionists know that you will be out. Your supervisor should be made aware of meetings or projects that are scheduled for missed days so that alternative arrangements can be made. Any change of scheduled hours needs to be given to the receptionists.

If it becomes necessary to leave the office during assigned work schedules, authorization must be received from the immediate supervisor. Staff members are not allowed to adjust work schedules when supervisors are unavailable unless an emergency arises.

### **FLEXIBLE SCHEDULES**

1. The State Auditor's Office may approve individual working schedules that deviate from normal office hours, (8 – 5), provided a lunch break is taken during a working day. Work schedules must be approved prior to implementation.
2. Any flexible schedule must be approved in advance by a supervisor.

### **PERSONAL TIME**

Personal business should not be conducted during office hours. However, if time is spent on personal business or in taking care of personal affairs, then it shall be charged to compensatory time or vacation time.

### **BREAKS**

Breaks shall be limited to thirty minutes per working day. This time will be distributed between two 15-minute breaks, including one break in the morning and one in the afternoon. Breaks may not be combined into one 30-minute break. If a break is not used, it is lost. Breaks cannot be saved and used at a later time. Breaks shall be distributed in each department so that phones are covered at all times, and at least one person in each skill or knowledge area is on hand to field questions from the public. Supervisors are responsible for monitoring this policy.

### **RELIGIOUS OBSERVANCE**

You may be excused from work, with pay, to attend church services on Good Friday and during Holy Week. Employees with other religions may make arrangements to observe established holidays by making reasonable requests at the time of employment.

### **DISCIPLINE**

State Auditor's Office employees who fail to perform their jobs in a satisfactory manner, or whose behavior otherwise interferes with or disrupts office operations, are subject to disciplinary action, up to and including discharge. Failure to adhere to office policy, personnel policy or other policy established by the State Auditor will be handled through the following guidelines:

1. Informal Action  
Oral warnings are informal actions which may be used, at the option of a supervisor, prior to or in addition to formal discipline to deal with performance deficiencies or misconduct. Oral warnings are not part of formal discipline and are not grievable. Documentation is encouraged, but it is not required. (Performance appraisals can be used as documentation).
2. Formal action  
First infractions may result in a written warning to the employee from the immediate supervisor to be placed in the personnel file. Written warnings will include:
  - a) Description of and date of infraction;
  - b) Reasons for the disciplinary action;
  - c) Disciplinary action to be taken;
  - d) Improvements or corrections expected; and

e) Consequences of failure to make required improvement or correction

The employee must be offered the opportunity to review, sign and date any notice of formal disciplinary action. The employee's signature indicates that the employee has had the opportunity to review, but not necessarily that the employee agrees with the action. If the employee refuses to sign, the supervisor and a witness to the refusal will sign and date the warning.

A second infraction of the same policy will result in a written reprimand prepared by the immediate supervisor with a copy given to the employee in question and the administrator/deputy of the division. A copy will be sent to the Department Administrator, Deputy State Auditor and State Auditor along with a copy to the personnel file. This reprimand may result in suspension without pay, or disciplinary demotion.

The third infraction of the same policy will result in a meeting with the employee, immediate supervisor, Department Administrator, and Deputy State Auditor and State Auditor. This meeting may result in dismissal. Action taken as a result of this meeting will be approved by the state Auditor. This meeting will be documented.

Extreme serious infractions may result in skipping some of the steps in the disciplinary procedure.

Supervisors will be expected to monitor personnel and other policies to ensure that all employees are familiar with the policy. Actions by employees in violation of policies should be dealt with as soon after the incident as possible. (See MOM 3-0130 and ARM 2.21.6505 – 2.21.6516 for Montana procedures).

## **GRIEVANCE**

Employees have the right to discuss problems or concerns that may arise in the work place and to seek an amicable resolution. All concerned are encouraged to resolve grievances at the earliest possible opportunity.

If a problem arises that prompts a grievance action, careful review of the complete State grievance policy located in the MOM 3-0125 is advised. A copy of this policy is available from the agency personnel office.

The following steps outline general State procedure on how to proceed through a grievance process.

**STEP 1** Both the employee and supervisor are encouraged to resolve a grievance informally whenever possible.

**STEP 2** FORMAL GRIEVANCE

1. A formal grievance will be filed in writing within 15 working days from the occurrence of the grievable event. The formal grievance will be filed with the grievant's immediate supervisor, or the next level above the immediate supervisor. A standard form for filing grievances is available from the personnel office.
2. A formal grievance will state specifically the law, written rule, policy, and/or procedure violated, when the action occurred, and the remedy desired by the grievant. It will be signed and dated by the grievant.

3. Management will respond in writing to a formal grievance within 10 working days from the date it is filed.
4. The grievance is resolved at step 2 if the grievant accepts management's response, or if the grievant fails to advance the grievance to step 3 within 10 working days of the receipt of management's response.

### **STEP 3** REVIEW BY DEPARTMENT HEAD

1. If a grievant wishes to advance the grievance to step 3, they will notify a management representative designated by the State Auditor. The grievant will notify the management representative in writing within 10 working days of receipt of management's response at step 2.
2. If the grievance concerns suspension without pay for more than 10 working days, disciplinary demotion or discharge, the designated management representative will order a hearing, as provided in ARM 2.21.8018. All other grievances will advance to final review by the State Auditor.
3. The State Auditor will review the grievance and will issue the final administrative decision.
4. At the discretion of the State Auditor, the final review may include review of the grievance form, review of management's response, and review of the record of any investigation or hearing, or the State Auditor may authorize an additional investigation, may conduct a discussion with the grievant or may order a hearing if a hearing has not already been held.
5. The State Auditor's final decision will be issued in writing. This is the final step of this grievance procedure.
6. If unsatisfactory results occur, the employee is entitled to seek remedy through the judicial process.

### **FMLA POLICY STATEMENT**

Please refer to: <http://hr.mt.gov/HRServices/Policies/MOM/3-0309.doc>. You can also receive a copy of this from your Personnel Officer.

### **SEXUAL HARASSMENT**

Sexual harassment is defined as unwanted behavior of a sexual or gender-directed nature (either verbal, nonverbal, visual or physical) that unreasonably interferes with work or learning, i.e., unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual/gender-directed nature. Sexual harassment of any sort will not be tolerated within the State Auditor's Office. Employees have a right to work in an environment free from discrimination and harassment. Sexual harassment is against the law and the State Auditor's Office is committed to providing a work environment that promotes dignity and respect for all employees.

The State Auditor's Office does not condone verbal or physical harassment of any sort. The following actions may be violations of state and federal law, and will not be tolerated in this office:

- unwelcome sexual advances;

- requests for sexual favors, whether or not accompanied by promises or threats in regard to the employment relationship;
- verbal or physical conduct of a sexual nature which may threaten or intimate that submission to or rejection of the conduct will in any way affect any employment decisions including hiring, promotion, discipline, assignments, vacation time or work hours;
- any verbal, written, or physical behavior which has the purpose or effect of substantially interfering with the employee's ability to do his or her job; and
- any verbal or physical conduct which has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Any such conduct may result in disciplinary action up to and including dismissal.

Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel is also prohibited. This behavior can include, but is not limited to; commentary about an individual's body; the use of sexually degrading words to describe an individual; offensive comments; off-color language or jokes; innuendoes; and sexually suggestive objects, books, magazines, photographs, cartoons or pictures.

Any employee who perceives harassment is encouraged to immediately bring to the attention of the supervisor such actions that promote sexual harassment or discriminatory behaviors. If the complaint involves the employee's supervisor, or if the employee, for any reason, is uncomfortable in dealing with his or her immediate supervisor, the employee may go to another supervisor or directly to the personnel office, the Deputy State Auditor, or to the State Auditor.

The office will investigate all complaints as expeditiously and as professionally as possible. Where investigations confirm the allegations, appropriate corrective actions will be taken.

The office will make every attempt to keep the information provided in the complaint and investigation process confidential to the fullest extent permitted by the circumstances.

In addition, the State Auditor's Office (and state and federal law) prohibits retaliation against any employee because he or she has made a report of alleged sexual harassment or against any employee who has testified, assisted, or participated in any manner in an investigation of a report. Retaliation can include, but is not limited to such acts as adverse employment decisions such as assignments, hours, appraisals, spreading rumors, encouraging hostility from co-workers, and escalating the harassment.

If, after investigating any complaint of harassment, the office learns that an employee has provided false information regarding the complaint, disciplinary action, up to and including dismissal, may be taken against the individual.

### **POLITICAL ACTIVITY that may be covered under the HATCH ACT**

The Hatch Act restricts the political activity of an individual principally employed by a state or local executive agency in connection with a program financed in whole or in part by federal loans or grants. The HATCH ACT does not apply to individuals who exercise no functions in connection with federally financed activities or individuals holding public elective office.

You may express your opinions on political subjects and candidates; take an active part in political management and political campaigns and be a candidate for office within a political party.

State restrictions on political activity by employees only cover time on the job. You may not solicit money or otherwise campaign while at your place of employment.

## **DISASTER & EMERGENCY PLAN**

Emergencies and disasters are a potential threat to the health and well-being of agency employees. Disasters occur infrequently, however; earthquakes, fires, and bomb threats do pose a threat to employees.

The State Auditor's Office has in place a comprehensive emergency plan. The objective of the plan is to provide employees with appropriate actions in the event of an emergency in the building. Quick action by personnel will save lives and reduce property damage. In the case of a disaster or emergency situations that relate to regular work hours, seek out your immediate supervisor as quickly as it becomes feasible for instructions and information.

A copy of the agency's Emergency Action Plan is available from the Personnel Department upon request. Each employee should become familiar with the plan so that each person is prepared to do their part in the event of an emergency.

## **FIREARMS**

It is the policy of the State Auditor's Office that no firearms of any kind will be carried by employees while they are performing duties of the State Auditor's Office. This policy applies both at the office and while "in the field." Carrying a weapon while performing the duties of the job is grounds for termination of employment.

## **SECURITY**

Security of agency personnel and office are primary areas of concern. Clear thought, action and intent are crucial to establishing a safe and secure work environment. The following procedures will assure the ability to react in a safe and responsible manner, should an employee ever feel threatened by a person or situation. **Under no circumstance should employees second guess their feelings when it comes to employee safety; seek immediate assistance if a threat is perceived!**

## **TELEPHONE PROCEDURES**

Try to get a name and an idea why the caller is upset. Route the call to the appropriate area. If the caller has a problem with the office in general, route the call to the Deputy State Auditor or Administrative Assistant to the State Auditor. If the caller threatens you, other employees, or the State Auditor, write down, to the best of your recollection, what was said, name of caller, time of call, and any other relevant information that comes to mind, i.e.: background noise, muffled voice, other voices, etc. Note the tone or inflection of voice, intent of caller, whether the person is vacillating between rational and irrational moods and statements and possible location. Tell the caller you will have a supervisor return their call as soon as possible to address the problem and politely hang up. Do not argue with a person who is obviously agitated and not listening. Get the necessary information and get off the telephone as quickly as possible to alleviate further agitation to caller and/or verbal abuse to you. Notify the Deputy State Auditor or Administrative Assistant to the State Auditor or any available management staff of callers who pose a potential threat.

## **VISITOR PROCEDURES**

If an agitated person comes to the office, try to determine if the person poses a potential threat. If so, or if you feel uncomfortable with the situation, excuse yourself as soon as possible and get help from a supervisor or management staff. Avoid becoming argumentative or hostile with a person who is overly agitated and looking for an argument. If you are threatened or subjected to excessive verbal abuse, contact management staff immediately (if necessary, use the panic button) and indicate if you feel the police should be contacted. If the individual leaves and you feel that they may return, or feel

the confrontation was or could be serious, contact management immediately. If you feel physically threatened or are touched or threatened in any way, leave the area immediately and get assistance; avoid retaliating as this may only exacerbate the situation. If weapons are evident, call 911 or hit the panic button immediately. When two employees are at the front desk and assistance is needed, whoever is not being addressed should quickly leave the area and get help. As soon as possible, document the confrontations in terms of threats made, tone, intent, time, place, date, appearance, name and any other relevant information you can remember. Include names of possible witnesses who may have been in the area at the time of confrontation.

## **POST INCIDENT REVIEW**

Upon cessation of incident, remove employee(s) involved to a room away from other staff. This will afford them time to recall the incident as they saw it, rather than possibly taking others views. If more than one employee is involved, allow them to express their feelings, but not talk about the incident itself. This is to protect and confirm the validity of each employee's perspective until fact finding and questioning can be concluded. If 911/law enforcement is called, make certain the involved employees are readily accessible to provide first hand information on suspect description, weapon description (if applicable) and any other information that may be needed by law enforcement officials.

## **SAFETY**

The State Auditor's safety program is implemented to protect our most important and valuable resource, our employees. Employee safety is important and the following guidelines are provided to maintain a safe working environment for the protection of all personnel. Active participation in observance and implementation of these guidelines is encouraged and expected.

1. The use or possession of alcohol, drugs or other non-prescribed controlled substances on the job is prohibited. According to State Policy ARM 2.21.6505, an employee is subject to disciplinary action, up to and including discharge, for the unlawful manufacture, distribution, dispensing, or possession of a controlled substance in the work place.
2. Possessions of firearms on agency property or in agency vehicles is prohibited unless pre-authorization has been established by and known by management.
3. ASK FOR HELP WHEN YOU NEED IT!. If you are unsure of job procedures, do not take chances that could endanger your personal safety and health or the safety and health of others. Ask your supervisor for instructions or training.
4. Do not use equipment you are not qualified or familiar with.
5. Obey all warning tags and signs; they are there because hazards exist.
6. Do not walk by a situation that needs attention. Correct potential hazards, if possible, or alert someone who can remedy the problem.
7. In case of illness or injury, no matter how slight, report it immediately to your supervisor. Also report all other accidents, unsafe conditions or procedures and near misses to your supervisor.
8. Learn the location of all fire exits and alarm boxes in your area.
9. Become familiar with and conduct your work activities in accordance with these general safety rules and other specific safe operating procedures which may be applicable.



10. Above all, be ALERT AND RESPONSIBLE! Your safety and health depend on it.

All security violations should be reported to your immediate supervisor. If you notice items missing or disturbed, document the date, location, value and report to your supervisor.

## **INTERNAL CONTROL PROCEDURES**

### **MONEY HANDLING**

The only office personnel authorized to handle cash or checks are Central Services personnel, which includes Word Processing, Central Administration, and Mailroom divisions. Others receiving checks or cash should take them to Central Administration.

All regular and priority mail coming into the State Auditor's Office will be delivered directly to the mailroom for immediate processing by mailroom personnel. The mail will be separated by division with all checks being further separated for processing by the Central Administration staff and the Securities Division. Checks belonging to Insurance or Securities divisions will be receipted and the supporting documentation delivered to the appropriate department for further processing. Specifically identified checks will be routed to the contact person responsible for determining the final disposition of those checks.

When cash or checks are received in the office, other than through regular mail or priority routes, they must immediately be brought to the reception desk. The receptionist on duty will complete a receipt for the party making payment and will notify Central Administration. As soon as feasible, someone from Central Administration will come to the reception desk, verify and initial receipt of the money, and bring the money and a copy of the receipt to the mailroom to be included with the other checks received that day for receipting.

### **PHONES**

The state telephone and the state telephone system are provided for conducting state business. This office relies heavily on telephone communication with Montana citizens, so personal phone calls need to be kept to a minimum. Supervisors will monitor any abuses in this area.

Any long distance calls made from the employee's office phone will be for official state business only. If a personal long distance call must be made, the employee will charge it to their home phone number or their personal charge card. If personal phone calls are made, they need to be paid when the bill arrives. This policy also applies to the three fax machines in the office, as well as to the cellular phones.

### **STAMPS**

The Central Administration Division will keep on hand a roll of stamps to be used for office correspondence only. These will be issued when there is a mail that must go out that day, but has missed the last scheduled Central Mail pickup. The person who needs the item mailed can then deliver it to the appropriate post office.

### **TRAVEL**

No employee is expected to finance the costs of travel for state business. Advance Travel Authorization forms are available from Central Administration to request an amount sufficient to cover the costs of scheduled travel. Upon return, the employee must complete a Travel Expense Voucher, also available from Central Administration, to document all expenditures made and any advance travel funds received. Return this form to Central Administration for final processing. Along with the

form itself, the employee must include hotel/motel receipts (if any) and receipts for any miscellaneous items for which reimbursement is requested. These travel vouchers must be turned in each month for reimbursement.

Motor pool vehicle requisition and trip tickets are available at Central Administration. Personal vehicles may be used with prior approval of the employee's supervisor or director, or when refused a vehicle by the State Motor Pool. Travel reimbursement for lodging, personal car use and per diem will be at the state's current authorized rates. Those cities that are listed on the high cost rate listing issued by the Department of Administration, Accounting Division will be reimbursed at actual cost provided a receipt is attached. This listing is available for review in Central Administration. The current lodging and meal rates and the requirements for reimbursement are outlined in detail on the back of the travel expense voucher.

All travel advances need to be submitted to the accountant five working days prior to travel.

All outstanding travel advances and travel expense reimbursements must be cleared by December 31 and June 30 of each year for tax and fiscal year end reporting requirements. Any travel advances not accounted for by December 31 will be listed on the employee's W-2 as taxable income for the year. Central Administration personnel will notify employees no later than the beginning of December and June of advance outstanding that must be taken care of by the end of that month. More detailed information regarding travel, if needed, is available from Central Administration personnel upon request.

Personal car use for travel is allowed if a vehicle is not available from the motor pool, or with advance permission from the supervisor. Before use of a personal car, you need to provide proof of current insurance. The state will reimburse at prescribed mileage as set up with the Department of Administration.

## **HIRING**

Permanent, classified positions are filled by a competitive hiring process. When a permanent position is to be filled, the office opens the application process externally and places the job opening on the state job vacancy website.

A panel of office employees, including the supervisor of the open position, interviews and hires for permanent classified positions. The panel uses the applications to choose the top applicants. The panel interviews those applicants to determine the best person suited for the position. After consulting with the State Auditor and checking references, the panel hires the best person for the job.

Internal applicants are assured an interview, even if their applications do not place them among the top applicants.

## **PERSONNEL FILES**

- a) Personnel files are located in the Personnel Office.
- b) An employee's file may only be reviewed by the employee, any supervisor in the direct chain of command and office legal staff.
- c) An employee is allowed to review his/her file at any time. The files must be reviewed in the Personnel Office. If copies of documents are needed, Central Administration will provide the copies.
- d) Performance evaluations will be included in personnel files.

- e) All information on an employee should be kept in the personnel files located in the Personnel Office, except discipline files, which will be kept separate.

## **RECORD KEEPING**

Employee personnel records and files are maintained both manually and electronically. SABHRS is the primary electronic file system used for personnel records. It maintains detailed data of an employee's salary history along with selected benefits and other miscellaneous records such as military discharge information, home telephone and emergency contact, training and education and changes made to the SABHRS system records. Personnel records are maintained in the agency for 2 years, at which time they could be moved to permanent storage for a minimum of 8 years.

## **RELEASE OF PAY WARRANTS**

If an employee is going to be absent on a payday, the pay warrant/advice will be held in Central Administration for one day and then mailed, unless written advance notice has been provided by the employee, giving permission to another person to pick up the pay warrant/advice.

## **STANDARDS OF CONDUCT**

As a state employee, each person is to carry out the duties of their job for the benefit of the people of the state of Montana and not for personal gain. The State Auditor's Office upholds the ethic that all state employees serve the entire state and as such, should behave in a manner that upholds the integrity and high values of the state and its people.

The Legislature has established Standards of Conduct for employees, which include a Code of Ethics, Prescribed Acts Related to Contracts and Claims, and prohibitions against nepotism. (Title 2, Chapter 2, Montana Code Annotated.) Contact your personnel officer for additional information.

## **TIME RECORDING**

Time should be entered daily and submitted to the supervisor weekly. Once submitted to the supervisor, any changes or corrections would have to be changed through the supervisor. Supervisors must approve all time entry by Monday, following the pay period ending, at 12:00 p.m.

## **CONFIDENTIALITY**

The Insurance and Securities Departments of the State Auditor's Office are criminal justice agencies. As such, much of the information received and generated by those Departments is considered confidential criminal justice information, the dissemination of which is restricted by statute.

Prior to revealing any information which an employee learns through his or her employment, the employee must be sure that such dissemination is authorized. If an employee is unsure of whether information may be revealed, the employee's supervisor should be consulted.

## **DRUG FREE WORK ENVIRONMENT**

It is the policy and commitment of the State Auditor's Office to provide a drug-free work environment for all employees. The unlawful manufacture, distribution, dispensing, or possession of a controlled substance in the work place by any employee of this office is prohibited. Any employee who violates this prohibition is subject to disciplinary action, up to and including discharge, as provided by State Policy ARM 2.21.6505. Disciplinary action may include required participation in an approved drug abuse assistance and rehabilitation program. A state provided Employee Assistance Program is

available through enrollment in the state insurance benefits program for the purpose of obtaining guidance and/or help.

### **EMPLOYEES' CLUB**

The Employees' Club is a voluntary organization of employees whose purpose and function is to provide limited services to agency employees and to sponsor and coordinate social activities. The committee does not derive any of its funding from the budgeted appropriations of the State Auditor and relies solely on the contributions of employees. The State Auditor exercises no direct control over the actions of the Employees Committee. The committee is a distinct and separate entity and is solely responsible for its actions.

A copy of the Employee Club Bylaws is available from committee officers upon request.

### **SICK LEAVE GRANTS**

In the event an employee suffers extended loss of employment hours due to personal sickness, a provision is available to obtain up to 240 hours of additional sick leave per year through a sick leave grant from other state employees. You may give direct grant sick leave to another employee who has experienced an extensive illness or accident or receive direct grants from co-workers, if illness or injury occurs and leave time has been exhausted. To find out more about joining the Sick Leave Fund or about making or receiving direct grants, contact your supervisor your agency personnel officer. Review of this state policy is found in MOM 3-0310.

### **TRAINING AND EDUCATION**

It is the policy of the State Auditor's Office to provide opportunities for training for all personnel, as far as budget constraints allow. Increased productivity and job satisfaction are the main goals of training programs.

At a minimum, the office commits to paying the tuition costs for training programs which are required for continuing education for any position. This would include financial examiners, actuaries, attorneys, investigators, and any other positions with continuing education requirements. The individuals involved would pay for travel and living expenses (and second-time tuition expenses if the individual fails to pass the course the first time.) The office will allow paid work time to attend continuing education sessions.

When the budget permits, training will be provided for all others in the office in areas where increased knowledge will enhance job performance. When funding is available, the office will first pay for tuition charges for the courses. If sufficient funding is available, any employee may request partial or complete assistance with travel and living expenses.

Supervisors are responsible for consulting with each individual employee every fiscal year about training needs and desires.

### **KEYS**

Employees will be issued a key to the front door and their respective office at the supervisor's discretion. Keys must be returned upon termination or transfer to another position, which does not constitute the need for a key. You will be responsible for securing authorization and signing for keys issued. If you lose keys, you are responsible for the cost of new keys being issued to you.

### **IDENTIFICATION CARDS**

It is the policy of the Department of Administration to provide picture identification cards to all personnel who receive compensation from the state of Montana in the form of wages or travel expense reimbursement. The cards are issued to provide proper identification for employees that must travel for state government business and to provide identification for security purposes within the Capitol Complex.

### **COMPUTER GAMES**

There will be no computer games installed or maintained on any state-owned computer equipment. This type of activity is not consistent with the professional image of this office. This includes all non-traditional office hours, lunch breaks and break times.

### **LUNCHROOM**

The State Auditor's Office provides a lunchroom for its employees within the office area. You are expected to keep this area neat and pick up after yourself.

### **PARKING**

The State Auditor's Office provides parking for its employees. There is parking around the building, and the park, but not on the residential side of the streets. There are also three visitor spots at the front of the building which need to be left open.

### **SMOKING**

It is the policy of the State Auditor to promote a healthy work environment consistent with the intent of Section 50-40-201, MCA, by prohibiting smoking in the agency, except as permitted by this policy. Smoking inside the building is prohibited. There are ashtrays outside the building in the front and back of the building. These need to be emptied by the people who use them.

### **INTERNET**

The Internet has been provided to state employees for the benefit of agencies and their customers. Every state employee has the responsibility to maintain and enhance the state's public image and to use the Internet in a productive manner. All state employees having access to the Internet must sign a consent form that all network activity is the property of the state, and therefore, they should not consider any activity to be private. Employees may download copyrighted materials from the Internet, but its use must be work related. The state reserves the right to monitor and log all network activity including e-mail with or without notice and therefore, users should have no exceptions of privacy in the use of this resource.

### **STATUS CHANGE**

If you change your name, marital status, phone number, address, beneficiaries, etc., you need to notify the personnel office so that appropriate changes can be made to your records. Proper forms must be completed regarding spouses, dependents, and beneficiaries for life and health insurance programs. If you decide to change your information in SABHRS yourself, you still need to let the personnel office know.

### **SECC-STATE EMPLOYEES COMBINED CAMPAIGN**

The State Auditor's Office supports the community-wide service campaign. This annual drive raises funds for local charitable and service-oriented organizations. Each year, the State Auditor's Office cooperates with the drive by implementing a promotional campaign and arranging collection of

donations by regular payroll deductions, single contributions, or other means. Although the State Auditor's Office administers the program within the office, all contributions are entirely voluntary.

### **COMPENSARY AND OVERTIME HOURS**

For all employees who qualify for an exemption from the minimum wage and overtime requirements of Fair Labor Standards Act (FLSA) as defined in Section 2-18-104, MCA, these individuals will not receive compensatory time except when authorized in advance by their supervisor for the specific purpose of activities related to drafting legislation, representing the Department at legislative hearings, meetings, and legislative sessions; and other duties directly relating to legislation sponsored or supported by the State Auditor or for projects specifically assigned by their supervisor.

All positions under FLSA standards and rules: Employees in this category are not to work in excess of 40 hours a week within any one-work week. All authority to work overtime must be granted by the supervisor in advance. Overtime hours for nonexempt FLSA employees will be compensated at a rate of one and one half times the normal pay rate for the employee. All overtime hours will be recorded on the employee's time sheet. Comp time for nonexempt FLSA employees will be earned at one and one half times the normal rate.

### **DRESS CODE**

Because we have industry representatives, consumers, legislators, or other state employees in our office regularly, the State Auditor's Office needs to convey a professional image. The following are general guidelines to follow:

1. No shorts or sweat pants.
2. No t-shirts or sweatshirts with inappropriate logos or sayings (such as profanity and advertisements for alcohol or tobacco).
3. Jeans are allowed if they are in good condition. However, if you or someone in your area is planning to have a meeting with a member of the public, please dress appropriately.
4. Shoes are required.
5. Exceptions to these rules are allowed in certain situations such as training, moving, or picnic days.